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AUG 16 1954

TO: Deputy Director for Administration

SUBJECT: Office of Training, Special Table of Organization

1. PURPOSE:

To develop a plan to enable the Office of Training to utilize, in their training program, the services of highly qualified employees of other career services, particularly those with field operational experience, who could otherwise not be accommodated within the normal Office of Training T/O structure.

2. OBSTACLES:

- a. Most of the operational personnel who have become experts in a particular operational speciality are generally GS-13 and above. While these employees may not have had previous training experience, they do represent one of the best sources of instructors who are capable of bringing realistic and current field operational experiences to the training situation. A scarcity of this category of instructors has existed in the Office of Training for some time.
- b. Problems are encountered in integrating such personnel into the normal T/O structure, for various reasons. Such personnel, while expert in the operational field, are not always qualified to be assigned as supervisory training instructors. Their assignment to the Office of Training would usually be for an extended period, therefore, some provision must be made to provide for their assignment to a T/O position. Normally they would return to their prior area of assignment after completion of a tour of duty.

3. CONCLUSION:

An exception to the normal T/O assignment procedure appears necessary. Such exception could be accomplished by estab-

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lising a separate block of 15 positions within the current Office of Training ceiling with grade levels undetermined but ranging from GS-13 to GS-15 subject to the following conditions:

- a. Employees would only be assigned to these specially authorized positions when the normal T/O structure would not accommodate their present grade and qualifications or where the duties to be performed are of a special project or other nature that they have not been included in a regular T/O position.
- b. Requests by the Office of Training to the AD/P for assignment of employees in this category should include a statement as to the reasons the employee cannot be accommodated within the normal T/O structure and a brief statement of the duties to be performed.
- c. Assignment to these positions would be at the title and grade a particular employee had attained by performance in a regularly established T/O position.
- d. Individuals assigned to such positions would retain the service designation of the office of origin. Requests by an employee for change in service designation to HR would be processed in accordance with Regulation [REDACTED]. However, 25X1A upon approval of such change the employee would necessarily be changed to a regular T/O position.
- e. Employees would not normally be promoted while in this category since confirmation of performance of the duties of a higher level position is not possible. Should circumstances develop which indicate the promotion of an employee in this category is justified, it will be necessary for the head of the Career Service having jurisdiction of the employee to certify that a position at the higher level has been established and is available for the employee upon his release from the training assignment.
- f. ACTION REQUIRED:
 - a. That 15 additional positions be approved for the Office of Training T/O with sliding scale grades of GS-13 through GS-15 without specific title designations.

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- b. That the Office of Training ceiling remain unchanged.
- c. That these positions be utilized to accomplish the objectives outlined and in consonance with the general conclusions stated, and that any additional procedures be jointly developed by the Office of Personnel and the Office of Training.

SIGNED

Marion L. Reynolds
Assistant Director for Personnel

Concur: [REDACTED]
Director of Training:
[REDACTED] 1654

ACTION BY APPROVING AUTHORITY:

APPROVED:

Date:

Deputy Director for Administration ^{25X1A}

25X1A

OP:CWD: [REDACTED]/brw
(16 August 1954)

Originator: [REDACTED]
Chief, CWD

Distribution:

0 & 2 - Addressee
1 - AD/P
1 - D/OTR —
2 - CWD

Concur:

SIGNED
Deputy Assistant Director
for Personnel

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